

1997-98 SESSION
COMMITTEE HEARING
RECORDS

Committee Name:

Joint Committee on
Finance
(JC-Fi)

Sample:

- Record of Comm. Proceedings
- 97hrAC-EdR_RCP_pt01a
- 97hrAC-EdR_RCP_pt01b
- 97hrAC-EdR_RCP_pt02

➤ Appointments ... Appt

➤

➤ Clearinghouse Rules ... CRule

➤

➤ Committee Hearings ... CH

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➤ Executive Sessions ... ES

➤

➤ Hearing Records ... HR

➤

➤ Miscellaneous ... Misc

➤ 97hr_JC-Fi_Misc_pt03b_DPR

➤ Record of Comm. Proceedings ... RCP

➤

Joint Finance

16.505/16.515
14 Day Passive
Reviews

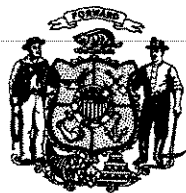
12/23/96 to
2/18/97

DWD 2/18/97

STATE OF WISCONSIN

SENATE CHAIR
BRIAN BURKE

LL1 119 Martin Luther King Blvd.
P.O. Box 7882
Madison, WI 53707-7882
Phone: 266-8535



ASSEMBLY CHAIR
SCOTT JENSEN

315 North, State Capitol
P.O. Box 8952
Madison, WI 53708-8952
Phone: 264-6970

JOINT COMMITTEE ON FINANCE

February 20, 1997

Mr. Mark D. Bugher, Secretary
Department of Administration
101 E. Wilson Street, 10th Floor
Madison, WI 53703

Dear Secretary Bugher:

On January 31, 1997, you submitted to the Joint Committee on Finance, for its approval under s. 16.515, a recommendation to increase expenditure authority in 1996-97 in the Department of Workforce Development (DWD) program revenue-service appropriation for administrative services. Total expenditure authority requested was \$5,672,000 PR-S. In this letter, we are providing the Committee's decision with regard to the request.

The Department indicates that sufficient funds are available in the underlying division appropriations to support the increase in expenditure in the PR-S appropriation. The requested \$5,672,000 was based on estimated services for the six-month period beginning January, 1997. However, the Department has indicated that the current expenditure authority needed is \$4,468,400, a reduction of \$1,203,600 from the amount in the request. The reduced amount is based on estimated services for the time period beginning March, 1997. Table 1 shows a comparison of the amounts for each item as originally requested, and the amounts the Department indicates are currently needed.

TABLE 1

**Request for Increased PR-S Expenditure Authority
Comparison of Amount Requested and Current Amount Needed**

| Item No. | Description | Amount Requested | Current Amount Needed | Difference |
|-------------|--|---------------------|-----------------------------|-------------|
| 1 | Desktop Support for DES | \$57,000 | \$38,000 | \$19,000 |
| 2 | DES Help Desk Support | 57,000 | 38,000 | 19,000 |
| 3 | DES Asset Management | 57,000 | 38,000 | 19,000 |
| 4 | Site Support and Coordination | 342,100 | 267,500 | 74,600 |
| 5 | Internet Coordinator | 57,000 | 38,000 | 19,000 |
| 6 | Programming, Hardware and Software For Child Care Program | 457,000 | 88,000 | 369,000 |
| 7 | High Level Fault Tolerance for File Servers | 38,000 | 25,300 | 12,700 |
| 8 | Electronic Mail for W-2 Partners | 46,800 | 38,000 | 8,800 |
| 9 | CRES Program Programmers | 230,700 | 212,000 | 18,700 |
| 10 | Data Control Costs for DES | 42,100 | 42,100 | |
| 11 | Lotus Notes Coordinator | 48,100 | 32,100 | 16,000 |
| 12 | IT Hardware/Software Costs | 1,344,000 | 1,286,800 | 57,200 |
| 13 | BITS Staff PC's | 51,000 | 51,000 | |
| 14 | IT Services - Applications and Network | 1,186,500 | 791,100 | 395,400 |
| 15 | Systems Furniture for BITS Staff | 73,100 | 73,100 | |
| 16 | FMS Accounting System for DES and DVR | 145,000 | 145,000 | |
| 17 | Increased Site Controllers Fee | 244,700 | 244,700 | |
| 18 | WISMART Interface System | 591,200 | 416,000 | 175,200 |
| 19 | Higher Audit Costs | 55,400 | 55,400 | |
| 20 | Contract Facilities Design Services | 82,600 | 82,600 | |
| 21 | Training and Support | 156,800 | 156,800 | |
| 22 | Overtime and Weekend Pay | 308,900 | 308,900 | |
| TOTAL | | \$5,672,000 | \$4,468,400 | \$1,203,600 |

Secretary Mark Bugher

February 20, 1997

Page 3

The Department indicates that the reduction in needed expenditure authority would have been supported by funding from 31 separate appropriations in the operating divisions of DWD. By funding source, these appropriations total \$1,092,600 FED, \$61,200 PR, \$28,000 GPR, \$19,300 PR-S and \$2,500 SEG. The \$1,203,600 amount includes \$5,000 from appropriations within the Department of Commerce, primarily for services for safety and building operations.

As shown in Table 1, the request also includes \$308,900 for overtime and weekend pay. The Committee would like more detail from the Department regarding the positions that would be affected by this item.

The Committee approves the Department's request for increased expenditure authority but at a reduced level of \$4,159,500 PR-S in 1996-97 to reflect : (a) a decrease of \$1,203,600 in excess expenditure authority as indicated by the Department and shown in Table 1; and (b) a reduction of \$308,900 for overtime and weekend pay.

In addition, the Committee directs the Department to reduce expenditures in the underlying appropriations within DWD to reflect the reduction of \$1,203,600 from the request. If the Department wishes to obtain approval for the overtime and weekend pay, the Department may submit a revised s. 16.515 request for this item with additional supporting documents. If the Department does not submit a revised request for this item, the Committee directs the Department to reduce expenditures in the underlying appropriations to reflect the reduction of \$308,900 from the request.

Unless you notify us by February 28, 1997, that you wish us to schedule a meeting of the Committee to consider the original request for increased expenditure authority of \$5,672,000, we will consider the request approved with the above stated modifications.

Sincerely,



BRIAN BURKE
Senate Chair



SCOTT JENSEN
Assembly Chair

BB/SJ/jc

cc: Members, Joint Committee on Finance
Linda Stewart, Workforce Development
Linda Nelson, DOA



Legislative Fiscal Bureau

One East Main, Suite 301 • Madison, WI 53703 • (608) 266-3847 • Fax: (608) 267-6873

February 14, 1997

TO: Members
Joint Committee on Finance

FROM: Bob Lang, Director

SUBJECT: Department of Workforce Development Section 16.515 Request

This memorandum addresses a January 31, 1997, request submitted to the Co-Chairs of the Joint Committee on Finance to increase expenditure authority in 1996-97 in the Department of Workforce Development (DWD) program revenue-service appropriation for administrative services. Total expenditure authority requested is \$5,672,000 PR-S. As provided in s. 16.515, the request will be approved on February 21, 1997, unless the Committee notifies the Department of Administration that the Committee has scheduled a meeting to review the request.

Under the PR-S arrangement, the Division of Administrative Services (ASD) provides information and technology assistance and other administrative services to the operating divisions within DWD, and collects fees for these services from the divisions. The revenue sources to support the PR-S appropriation are the existing appropriations in the operating divisions. Currently, requests for ASD services exceed the expenditure authority of DWD in the PR-S appropriation, and the Department is requesting additional expenditure authority. The Department indicates that sufficient funds are available in the underlying division appropriations to support the increase in expenditure in the PR-S appropriation.

The requested \$5,672,000 was based on estimated services for the six-month period beginning January, 1997. However, the Department has indicated that the current expenditure authority needed is \$4,468,400, a reduction of \$1,203,600 from the amount in the request. The reduced amount is based on estimated services for the time period beginning March, 1997. Table 1 shows a comparison of the amounts for each item as originally requested, and the amounts the Department indicates are currently needed. Details regarding the individual projects in the Department's request are provided in the January 31, 1997, memorandum.

As noted, the Department indicates that sufficient funds are available in the appropriations in the operating divisions of DWD to support the increase of \$5,672,000 in expenditure authority. If the Committee approves the \$4,468,400 amount rather than the \$5,672,000 amount requested, the Department could be directed to reduce expenditures from the underlying appropriations to reflect the reduction of \$1,203,600 from the request.

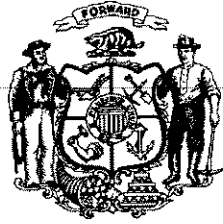
TABLE 1

**Request for Increased PR-S Expenditure Authority
Comparison of Amount Requested and Current Amount Needed**

| <u>Item No.</u> | <u>Description</u> | <u>Amount Requested</u> | <u>Current Amount Needed</u> | <u>Difference</u> |
|-----------------|--|-------------------------|------------------------------|--------------------|
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| 19 | Higher Audit Costs | 55,400 | 55,400 | |
| 20 | Contract Facilities Design Services | 82,600 | 82,600 | |
| 21 | Training and Support | 156,800 | 156,800 | |
| 22 | Overtime and Weekend Pay | <u>308,900</u> | <u>308,900</u> | |
| | TOTAL | \$5,672,000 | \$4,468,400 | \$1,203,600 |

THE STATE OF WISCONSIN

SENATE CHAIR
BRIAN BURKE



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JOINT COMMITTEE ON FINANCE

MEMORANDUM:

TO: Members
Joint Committee on Finance

From: Representative Scott Jensen
Senator Brian Burke
Co-Chairs, Joint Committee on Finance

Date: February 3, 1997

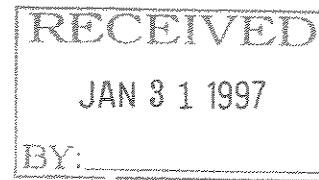
Re: s.16.515/16.505 Request

Attached is a copy of a request from the Department of Administration dated January 31, 1997 pursuant to s. 16.515/16.505(2) pertaining to a request from the Department of Workforce Development.

Please review these items and notify **Representative Jensen's** or **Senator Burke's** office no later than **Tuesday, February 18, 1997** if you have any concerns about the request or would like the Committee to meet formally to consider them.

Please contact us if you need further information.

SJ:BB:jt

CORRESPONDENCE MEMORANDUM**STATE OF WISCONSIN
Department of Administration****Date:** January 31, 1997**To:** The Honorable Brian Burke, Co-Chair
Joint Committee on FinanceThe Honorable Scott Jensen, Co-Chair
Joint Committee on Finance**From:** Mark D. Bugher, Secretary
Department of Administration

A handwritten signature in dark ink, appearing to be "M. Bugher", written over the printed name.

Subject: S. 16.515/16.505(2) Requests

Enclosed are requests which have been approved by this department under the authority granted in s. 16.515 and s. 16.505(2). The explanation for each request is included in the attached materials. Listed below is a summary of each item:

| <u>AGENCY</u> | <u>DESCRIPTION</u> | <u>1995-96 AMOUNT</u> | <u>FTE</u> | <u>1996-97 AMOUNT</u> | <u>FTE</u> |
|----------------------|--|---------------------------|------------|---------------------------|------------|
| DWD 20.445(1)(kc) | Administrative Services; Fees Charged to Divisions | | | \$5,672,000 | |

As provided in s. 16.515, this request will be approved on February 21, 1997, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about this request.

Please contact Linda Nelson at 266-3330, or the analyst who reviewed the request in the Division of Executive Budget and Finance, if you have any additional questions.

Attachments

CORRESPONDENCE MEMORANDUM**STATE OF WISCONSIN
Department of Administration****Date:** January 30, 1997**To:** Mark Bugher, Secretary
Department of Administration**From:** Orlando Canto, Jennifer Sajna
Executive Budget and Policy Analysts *OCAS***Subject:** Request under s. 16.515 from the Department of Workforce Development for increased expenditure authority in their program revenue appropriation s. 20.445(1)(kc).**REQUEST:**

The Department of Workforce Excellence requests increased expenditure authority of \$5,672,000 in FY97 in the agency PRO appropriation s. 20.445 (1)(kc).

REVENUE SOURCES FOR APPROPRIATION:

Funds to support this increased expenditure authority come from program revenue-service fees, collected by the Division of Administrative Services (ASD) and paid by other DWD divisions. Divisions within the department budget for needed information and technology services (IT) and other administrative services that are centrally provided by ASD. The need for services requested by divisions far exceed the current spending authority of the department in this PRO appropriation.

BACKGROUND:

The increase expenditure authority will allow ASD to provide the necessary level of administrative services needed by divisions to implement essential programs. Currently authorized expenditure levels are insufficient to meet the administrative demand and the technology foundation resulting from the W-2 program, Partnership for Full Employment (PFE) and the integration of the Division of Economic Support (DES) and the Division of Vocational Rehabilitation (DVR) into the department's existing management systems. These recent changes to the scope of DWD's mission have not been reflected in the budget authority of ASD, where many of the department's central administrative services are typically handled.

ANALYSIS:

The requested increase is composed of numerous individual projects that the department feels are necessary for the ongoing management and IT development of the agency. Of the \$5,672,000 requested, \$4,123,000 is budgeted in the supplies and services line and \$1,549,000 is budgeted in the permanent property line. The requested increase can be divided into several key components:

- Basic infrastructure and applications development for state and local W-2 operations and the Partnership for Full Employment.
- Continued development for the department's local area network and wide area network (LAN/WAN) infrastructure to include two new divisions and local W-2 agencies.
- Greater than anticipated demands for management services by DES and DVR.

A summary of individual projects covered by the increase in expenditure authority, include the following:

1. **Desktop Support for DES:** DES has requested assistance in converting to DWD's base operating software package. Staff need to quickly develop proficiency in the software used by DWD. DES wishes ASD to provide a resource person to respond to DES staff questions as needed. **(\$57,000)**
2. **DES Help Desk Support:** DES has expressed a need for faster response time and greater need from the ASD system help desk. The help function will support DES state staff as well as local county/W-2 agencies that will also use the department's information systems. **(\$57,000)**
3. **DES Asset Management:** DES has a need for strict accountability of assets to comply with the expanding amount of equipment and federal requirements of TANF. This additional need is primarily driven by the acquisitions of new personal computers for state staff and local county/W-2 agencies. DES is requesting ASD to provide additional support, through a consultant. **(\$57,000)**
4. **Site Support and Coordination:** Local W-2 sites need support to build necessary and compatible IT infrastructure. The infrastructure must be in place no later than September 1997 and involves up to 100 different sites. In addition, these sites will require on-going support. **(\$342,000).**
5. **Internet Coordinator:** DWD makes extensive use of Internet applications for internal and external customers. The expanding use of the Internet is, in part, driven by W-2 agency operations and communication requirements. The additional reliance on Internet applications requires staff support to establish standards, resolve problems and create new applications. **(\$57,000)**
6. **Programming, Hardware and Software for Child Care Program:** DES plans to automate the child care system which is currently manual. The new system would provide an automated payment module in CARES. ASD Bureau of Information Technology Services staff or contractors will be responsible for this project. In addition to programming time, this additional expenditure authority will be sufficient to purchase necessary hardware for the new system. **(\$457,000)**
7. **High Level Fault Tolerance for File Servers:** DES needs greater reliability from its file servers than what ASD is currently able to allocate. This additional expenditure authority permits ASD to assign additional staff or consultants to improve the reliability of the file servers. **(\$38,000)**
8. **Electronic Mail for W-2 Partners:** Local W-2 program operators will communicate with the Department through electronic mail. The E-Mail system needs to be set up to link each W-2 provider with the Department. **(\$46,800)**

9. **CRES Program Programmers:** The new client server based Central Recovery Enhancement System (CRES) needs additional programming work. The CRES system is a welfare overpayment collection system. **(\$230,700)**
10. **Data Control Costs for DES:** Some data control work for DES is still being performed by the Department of Health and Family Services (DHFS). In the short term, it is best to continue to have DHFS perform this work, until DWD can assume this responsibility. ASD must pay DHFS for this work and needs additional expenditure authority. **(\$42,100)**
11. **Lotus Notes Coordinator:** The software "Lotus Notes" is used extensively by the Department to communicate and track assignment, do bill analyses, establish department operating indicators and is the vehicle for the executive information system. With the growing use and reliance of the Department on this software, a staff person is needed to coordinate and supports its use. **(\$48,100)**
12. **IT Hardware/Software Costs:** The addition of the two DHFS Divisions (DES and DVR) has expanded the department's needs for hardware and software. This request is intended to cover this need. **(\$1,344,000)**
13. **BITS Staff PC's:** To improve the productivity of staff in the ASD Bureau of Information Technology Services (BITS), new computers will be purchased for its staff. **(\$51,000)**
14. **IT Services - Applications and Network:** Demands for application development and network upgrades/support exceed BITS' ability to provide the services. This expanded need is expected to continue into the foreseeable future and requires additional contractor support. **(\$1,186,500)**
15. **Systems Furniture for BITS Staff:** As a result of the departmental merger, and consolidation of staff, BITS has increased its staffing levels and space. To provide efficient use of space for the higher staff concentration, systems furniture is needed in SFY97. The furniture is being purchased through the DOA Master Lease program. **(\$73,100)**
16. **FMS Accounting System for DES and DVR:** DES and DVR continue to use the DHFS Financial Management System (FMS) for accounting transactions. The reliance on this system is temporary until DWD can fully incorporate the two divisions into its accounting system. In the meantime, ASD must continue to pay DHFS for the FMS services it provides. **(\$145,000)**
17. **Increased State Controllers Fee:** The addition of DVR and DES to the DWD has resulted in an increased number of accounting transactions on the state WiSMART system. These additional transactions have increased the department's state controller's charges for WiSMART services. ASD pays these fees centrally. **(\$244,700)**
18. **WiSMART Interface System:** DWD is in the process of acquiring new software modules that will allow it to better interface with DOA WiSMART system. The new software will permit DWD to more efficiently implement necessary WiSMART sub-systems including the ability to edit data prior to entry, and accumulate and distribute data for cost allocation and required federal grant reporting. **(\$591,200)**

19. **Higher Audit Costs:** Because of the merger of DES and DVR, the Department's audit costs charged by the Legislative Auditing Bureau are higher. **(\$55,400)**
20. **Contract Facilities Design Services:** The need to assist local W-2 sites with facilities preparation and planning has resulted in increased costs. **(\$82,600)**
21. **Training and Support:** The department's training activities are centralized in the Office of Training, Communications and Education. As a result of the reorganization and merger, the need to implement additional training has increased and staff size of the Office of Training has also increased. **(\$156,800)**
22. **Overtime and Weekend Pay:** BITS incurs substantial overtime, night differential and weekend pay costs, in providing services to the divisions. With the increased demand for services there is also an increase overtime pay. **(\$308,900)**

RECOMMENDATION:

Approve the request for FY97 only. The amounts being requested have been budgeted by the individual divisions either from base budget levels or, in the case of DES, from a combination of base funds and \$2,824,000 of federal Temporary Assistance for Needy Families (TANF) block grant funds recently approved by the Joint Finance Committee in the December s.13.10 meeting. Without the additional expenditure authority ASD cannot respond to the needs of the individual divisions.

Tommy G. Thompson
Governor

Richard C. Wegner
Acting Secretary



OFFICE OF THE SECRETARY
201 East Washington Avenue
P.O. Box 7946
Madison, WI 53707-7946
Telephone: (608) 266-7552
FAX: (608) 266-1784

State of Wisconsin
Department of Workforce Development

November 27, 1996

Mr. James R. Klauser
Secretary, Department of Administration
10th Floor, DOA State Office Building
Madison, Wisconsin, 53702

NOV 29

Dear Secretary Klauser:

The Department of Workforce Development requests approval by the Department of Administration and the Joint Committee on Finance under s. 16.515(1) of \$5,672,000 additional spending authority for appropriation 20.445(1)(kc).

This increase is needed so that the Administrative Services Division can provide the necessary level of administrative services to its customers, the program divisions, to implement essential programs. There is currently insufficient expenditure authority in the administrative services appropriation, to meet the administrative needs of a reorganized department and the preparation of a technology foundation to support implementation of the welfare reform program W-2, the Partnership for Full Employment, and to carry out essential programs of the department. Customers of the Administrative Services Division have requested services at a level higher than can be provided with the current spending authority.

This increase to the administrative services appropriation will have no impact on any other appropriations.

The increase in spending authority, by appropriation unit, is as follows:

| | |
|-----------------------|--------------------|
| Supplies and services | \$4,123,000 |
| Permanent property | <u>\$1,549,000</u> |
| | \$5,672,000 |

The attached supplemental funding request, and the associated backup detail documents, describe in more detail the specific needs and reasons for the needs.

Should your staff have any questions about this request, please contact Mike Mahoney at 266-7895.

Sincerely,

A handwritten signature in black ink, appearing to read "Robin Gates".

Robin Gates,
Acting Deputy Secretary

**DEPARTMENT OF WORKFORCE DEVELOPMENT
ADMINISTRATIVE SERVICES DIVISION**

**Supplemental Funding Request Under s. 16.515
Due to Department Reorganization and Program Division Needs**

November, 1996

Request

The department requests approval of an increase of \$5,672,000 in PR-S Appropriation 185, 20.445(1)(kc), administrative services.

| | |
|-----------------------|--------------------|
| Supplies and services | \$4,123,000 |
| Permanent property | <u>\$1,549,000</u> |
| | \$5,672,000 |

This request is made under the emergency funding provisions of s.16.515 and is necessary due to insufficient expenditure authority to meet the administrative needs of a reorganized department and the preparation of a technology foundation to support implementation of the welfare reform program W-2, the Partnership for Full Employment, and to carry out essential programs of the department. Customers of the Administrative Services Division (ASD) have requested services at a level higher than can be provided with the current spending authority.

Revenue Sources for Appropriation

Program revenue service fees, collected by the Administrative Services Division in accordance with s. 20.445(1)(kc), provide the revenue source for this request. Customer divisions will support the PR-S fees through reallocations within existing appropriations; no changes are requested in program appropriation allotment levels as a result of this request.

Specific types of administrative services for which the ASD charges PR-S fees include: general administration (e.g. Office of the Secretary, payroll, personnel, procurement and budget services), accounting, invoice/payment processing, information technology network support (e.g. LAN/WAN infrastructure), programmer analyst time, mainframe activities (e.g. data control), mainframe printing, PC installation, facilities design, electrician services and mail services.

Problem

The DWD Administrative Services Division has provided program revenue-services since July, 1992. Requests for services from program divisions for SFY97 have pushed projected PR-S expenditures beyond the authority for Appropriation 185. The functional areas of information technology (IT) and financial management have prompted the greatest service demands from ASD customers, particularly since the transfer of the Economic Support and Vocational Rehabilitation divisions from DH&SS to DWD and the transfer, for administrative purposes, of the Wisconsin Conservation Corps to DWD.

Additional IT resources are needed to provide the basic infrastructure and applications development for W-2, the Partnership for Full Employment and services to people with disabilities. Complex technical architectures and the IT labor market are driving the costs for system designers and consultants higher than had been experienced with the department's legacy systems.

The ASD continues to build its LAN/WAN infrastructure for the new department, including its two added divisions and the department's current and future business partners, e.g. the county welfare departments, W-2 partners, and Job Center partners. The Division of Economic Support (DES) has expressed the need for site support for W-2 locations, to build an IT infrastructure necessary for program functions including local office access to W-2, Child Support and Child Care data. The infrastructure must be in place before September, 1997 in order for DWD to be in compliance with 1995 Act 289.

DES needs additional programming work on the new client server based Central Recoveries Enhanced System (CRES). CRES is a welfare overpayment collection system. DES requires additional Child Care programming work because of additional program requirements, e.g. for criminal background checks on child care providers. DES has expressed a need for additional programming time to work on welfare reform issues as they relate to the Child Support program. The W-2 partners will need to communicate with DWD through electronic mail. Post offices must be set up, and the W-2 partners' separate but connected E-mail system will need to be managed. DES needs greater reliability from its file servers. In addition to more programming time, new IT hardware and software will be needed.

The ASD needs to respond to program driven demands for financial management services by customer divisions, including DES and DVR. The SFY97 state controller's fee (WISMART assessment) and the needs for a WISMART interface system are increased costs to the ASD in SFY97. The ASD pays these fees centrally, out of its PR-S appropriation, for the whole department.

Summary

In order to provide the services that the DWD program divisions need for efficient program delivery, the ASD requires a higher level of spending authority in its PR-S appropriation. Customer divisions will provide the revenue to support this request and will not require changes in program appropriation allotment levels as a result of this request.

**DEPARTMENT OF WORKFORCE DEVELOPMENT
ADMINISTRATIVE SERVICES DIVISION**

**Attachment to Request for Supplemental Funding
November, 1996**

This attachment provides brief descriptions of the specific items whose costs were included in s. 16.515 request for Appropriation 185.

1. Additional Customer Demands for Applications/Network Services from BITS

ASD needs to respond to its customer demands for increased IT support and applications development. DES has requested additional programmer analyst services, W-2 site development services, help desk services, asset management services, and software support services.

a. Desktop Support Contractor for DES

DES staff have recently started to use DWD's standard desktop software: Microsoft Office. DES has a business need for its staff to quickly develop proficiency in the use of this software, as well as readily available on-call expertise. That division has expressed a need for immediate help in the form of one resource person with expertise in use of the software, who will be available to provide assistance to division staff when needed. DES wishes ASD's BITS to provide that resource person, to be reimbursed by DES. The SFY97 estimated cost is approximately \$57,000.

b. Additional Help Desk Support for DES Needs

DES needs additional help desk support -- faster response time and greater attention to their needs. DES wants ASD to provide the support, through a consultant if necessary, and then bill the cost to DES through PR-S fees. The SFY97 estimated cost is approximately \$57,000.

c. Additional Asset Management to Meet DES Needs

DES needs additional attention to asset management for their division, due to the need for strict accountability to federal fund sources for equipment, e.g. PC's. DES wants ASD to provide the support, through a consultant if necessary, and then bill the cost to DES through PR-S fees. The SFY97 estimated cost is approximately \$57,000.

d/e W-2 Site Support and Site Coordination

DES needs site support for the W-2 sites, to build an IT infrastructure necessary for program functions including local office access to W-2, Child Support and Child Care data. The infrastructure must be in place no later than September, 1997. There will be up to 100 sites. After site preparation is complete, there will be the

need for ongoing site coordination. DES wants the ASD to provide the support, through consultants if necessary, and then bill the cost to DES through PR-S fees. The SFY97 estimated cost is approximately \$285,000 for site development and \$57,000 for site coordination.

f. Department Internet Coordinator

DWD is increasing its Internet applications, for the use of its external and internal customers. ASD needs to establish standards, provide support, resolve problems, and create new applications. The SFY97 estimated cost is approximately \$57,000.

g/h Additional Programming, Hardware and Software for Child Care Program

DES needs additional programming work, because of additional requirements, e.g. for criminal background checks on child care providers. In addition to more programming time, new hardware and software (e.g. a file server and Oracle licenses) will be needed. DES wants ASD to provide the support, through a consultant if necessary, and then bill the cost to DES through PR-S fees. The SFY97 estimated cost is approximately \$57,000 for programming services, and approximately \$400,000 for hardware/software.

i. High Level Fault Tolerance for File Servers

DES needs greater reliability from its file servers. DES wants ASD to provide the support, through a consultant if necessary, and then bill the cost to DES through PR-S fees. The SFY97 estimated cost is approximately \$38,000.

j. Electronic Mail for W-2 Partners

The W-2 partners will need to communicate with the department through Electronic Mail. Post offices must be set up, and the W-2 partners' E-mail system (separate from but connected to DWD's) will need to be managed. The SFY97 estimated cost is approximately \$46,000.

k. Additional Applications Programmers for CRES Program

DES needs additional programming work on the new client server based Central Recoveries Enhanced System (CRES). CRES is a welfare overpayment collection system. DES wants ASD to provide the support, through a consultant if necessary, and then bill the cost to DES through PR-S fees. The SFY97 estimated cost is approximately \$230,700.

2. BIS Data Control Costs Because of DES Program Needs

Some data control work is still being performed for DES by the Bureau of Information Systems (BIS) in DHFSS. The ASD normally provides this service for the DWD customer divisions. However, there is a short term need for DES to get these services from BIS for the first few months of SFY97. Therefore the ASD must cover these costs until it can provide the services to DES. The estimated cost for SFY97 is \$42,100.

3. Lotus Notes Coordinator

ASD has the continuing need for a coordinator of Lotus Notes, as this software is used extensively for this department's fiscal estimates, bill analyses, and critical indicators in the Executive Information System. The SFY97 estimated cost is approximately \$48,100.

4. Increased IT Hardware/Software Costs for the Larger and Reorganized DWD

The ASD continues to build its LAN/WAN infrastructure for the new department, including its two added divisions and the department's current and future business partners, e.g. the county welfare departments, W-2 partners, and Job Center partners. The ASD's spending needs for SFY97, for IT hardware/software to serve the department, is approximately \$1,344,000 higher than in SFY96.

5. BITS Staff PC's

BITS will need to purchase new computers for some of its staff, to improve productivity. The SFY97 estimated cost is approximately \$51,000.

6. IT Consulting Services - Applications and Network

Customer demands for applications development and network upgrades/support exceed BITS's ability to provide the services with its staff. BITS has had to hire contractors with the necessary skills, to provide the services. The need will continue into the foreseeable future. There are currently 30 contractors doing work on applications and network support. The SFY97 estimated cost is approximately \$1,186,000.

7. Systems Furniture for BITS Staff

BITS will soon occupy additional space in GEF-1, due to its increased staffing level resulting from the departmental merger, and consolidation of its staff (KIDS) in its central location. To provide for space efficiency for the higher staff concentration in the building, systems furniture is needed in SFY97. The furniture is being purchased through the DOA Master Lease program. The SFY97 cost is approximately \$73,100.

8. FMS Accounting System - for DES and DVR

FMS is the accounting system used by all divisions of the former Department of Health and Social Services. For SFY97, DWD must continue to use the FMS accounting system to serve the Division of Economic Support (DES) and the Division of Vocational Rehabilitation (DVR). The SFY97 estimated cost is \$145,000.

9. Increased State Controller's Fee (WiSMART Fee)

The state controller's fee (WiSMART fee) to DWD will increase by an estimated \$244,700 in SFY97, compared to SFY96, because of the addition of the Division of Economic Support (DES) and the Division of Vocational Rehabilitation (DVR). The ASD pays this fee centrally for the whole department, from its PR-S Appropriation 185. ASD did not receive any allotment increase for this.

10. WiSMART Interface System

DWD intends to acquire modules of the new version of FARS in order to develop an effective series of sub-systems to WiSMART. This software was developed using the Texas Instruments Composer Software Development Tool. This software, whose use is encouraged by the Department of Administration, will enable DWD to efficiently implement its necessary sub-systems including the ability to edit data prior to entry in WiSMART and to accumulate and distribute data for cost allocation, federal grant reporting and other reporting. The total SFY97 cost estimate is \$591,200. This includes \$145,000 for the CDSI software package, \$25,000 for CDSI consulting services, \$25,000 for software licenses (if Master Leased over three years), \$276,700 for contract programming services to tailor the software to DWD needs, \$100,000 for TI consulting services, and \$19,000 for new PC's for the contract programmers..

11. Legislative Audit Bureau -- Higher Audit Costs

The costs to the department for its annual audit by the Legislative Audit Bureau, has increased in SFY97 by approximately \$55,000 compared to the previous fiscal year, because of the addition of DES and DVR. The cost is paid centrally by ASD for the department.

12. Contract Facilities Designers -- Due to Demands for Facilities Design Services

ASD also needs to respond to its customer demands for additional facilities design and remodeling services. This need is largely driven by the need to implement W-2, including preparing the work sites for the local W-2 providers, which involves site remodeling, cabling, and installation of IT connectivity for the many W-2 agencies throughout the state. The SFY97 estimated cost is approximately \$82,600.

13. OTCE Training and Support -- Due to DWD's Increased Training Needs

Staff training is a high priority for the department. The department's training activities are centralized in the Office of Training, Communications, and Education in ASD. As a result of the reorganization, the department's staff size has increased by approximately 25%. To implement additional training needs, including development of training courses and the offering of training classes at affordable cost, ASD has the need for

increased spending authority. The increased amount needed is approximately \$156,800.

14. Overtime, Night Differential and Weekend Pay

BITS incurs substantial overtime, night differential and weekend pay costs, in providing services to its customers. The estimated SFY97 cost is approximately \$308,900.

Rationale and Summary

In order to provide the services that the DWD program divisions need for program delivery, the ASD needs a higher level of spending authority in its PR-S appropriation. Failure to increase spending authority in this appropriation to the necessary level will result in DWD program delays or failures, including possible delays in effective implementation of the W-2 program.